



Fiona Wood
Foundation

Community Fundraising Guidelines

Thank you for choosing to fundraise on behalf of the Fiona Wood Foundation (FWF). Community fundraising by individuals and organisations is important to us, as you raise awareness of our work and your generosity enables Fiona and our team undertake further research that ensures the best possible outcomes for our burns patients.

The Fiona Wood Foundation abides by National and State fundraising legislation. As such any person or organisation who wishes to fundraise for the Fiona Wood Foundation is required to register their fundraising activity and accept the FWF's guidelines for fundraising. This will ensure your fundraising initiative/event meets the appropriate guidelines and legislation.

To register your fundraising initiative/event: -

1. Complete the Fundraising Application Form
2. Submit the Fundraising Application Form to the Fundraising & Relationships Manager at diane@fionawoodfoundation.com
3. Approved initiatives/events will be sent an Authority to Fundraise letter which authorises you to fundraise on behalf of the Fiona Wood Foundation.
4. The Authority to Fundraise provides evidence when soliciting donations, gifts in kind etc for your initiative/event.

Your roles and responsibilities: -

- The fundraising initiative/event should achieve a reasonable financial return against time and expenses.
- Within 14 days of the conclusion of the initiative/event, all proceeds should be transferred to the Fiona Wood Foundation.
- FWF can provide a tax receipt to your supporters who make a donation of more than \$2.00. You must provide FWF with the details, including name, address, donation amount, date received.
- A tax receipt cannot be issued if the supporter has received goods or services in return for their donation, eg, raffle tickets, auction items, dinner etc. Similarly, a sponsorship is when a supporter receives a benefit such as advertising, naming rights, banners at an event in exchange for cash. However, you can acknowledge a donors support on printed materials after they have made a donation.
- If you are having a raffle or selling alcohol at an event, you must obtain a permit from the Office of Racing, Gaming and Liquor. FWF can assist with compliance under the Charitable collections Act 1946.



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FWF can assist you: -

- We can meet with you to discuss your ideas and provide advice about your proposed initiative/event
- We can provide logos/marketing material to promote your fundraiser (material must be approved by FWF prior to circulation/advertising)
- We can arrange tours of the Burns Unit; have a researcher/staff member attend your event.

Thank you for reaching out and considering the Fiona Wood Foundation for your fundraising initiative. We look forward to helping.

Please contact diane@fionawoodfoundation.com
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